Agenda for Event Brainstorming Session

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Attendees: [List of Attendees]

Agenda Items

1. **Introductions**

   Time: [Insert Time]

   Description: Brief introductions of all participants.

2. **Review of Previous Events**

   Time: [Insert Time]

   Description: Discuss what worked and what didn't in past events.

3. **Brainstorming Session**

   Time: [Insert Time]

   Description: Open floor for new event ideas and suggestions.

4. **Discussion of Logistics**

   Time: [Insert Time]

   Description: Address venue, date, budget, and other logistical considerations.

5. **Next Steps and Action Items**

   Time: [Insert Time]

   Description: Assign responsibilities and outline the next steps.

6. **Closing Remarks**

   Time: [Insert Time]

Description: Summarize the session and express gratitude for participation.